Student Use of Wireless Communication Devices

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SOP Number	SOP-TL-5136
Responsible Office	Office of Student Services
Administering Office	School Culture & Student Support Department
Coordinating Offices	Principals and school administrators; Regional or School Transformational Offices; Office of Academics and Chief of Academics; teachers; Exceptional Student Education and Section 504 personnel; school health personnel; Information Systems Division (ISD); Safety and Security Department and District Security Operations Center (DSOC); student assessment personnel and test administrators; school transportation and activity personnel; Office of the General Counsel; designated Board agenda-support personnel
Effective Date	Oct 20, 2026
Review Cycle	At least every two years and whenever Policy 5136 or related brand standards change
Supersedes	Adopted: Oct 20, 2026
Approval	Saemone Hollingsworth Saemone Hollingsworth (Oct 20, 2026 08:50:23 EDT)

1. Purpose

Implement Policy 5136 through clear school procedures for student device use, authorized exceptions, safety reporting, testing, discipline, and custody of confiscated devices. School Culture & Student Support administers implementation for Student Services; schools and coordinating offices execute the assigned steps.

2. Authority and Related Materials

- School Board Policy 5136, Wireless Communication Devices, adopted September 15, 2026;
- Policy 0100 for the governing device definition
- F.S. 316.305, 847.0141, 1003.02, 1003.32, and 1006.07

- The current Discipline Matrix; applicable Board policies on searches, student discipline, privacy, and reporting; student IEPs and Section 504 plans; qualifying physician orders; and applicable assessment administration requirements.
- The Chief Student Services Officer serves as the Superintendent's designee for administrative implementation and signs the final SOP. Principals retain school-level authority expressly assigned by the policy. The Board retains reserved decisions, including an end-of-school-year device hold for a particularly egregious privacy offense and any required disciplinary decision, review, or appeal.

3. Scope

Applies to student possession and use of wireless communication devices on school property, at school functions and sponsored activities, and on school transportation, as addressed by Policy 5136. Includes school-day restrictions by grade level, authorized exceptions, testing restrictions, privacy protections, and the policy's prohibition on specified nonvoice communication while operating District vehicles or personal vehicles on District property.

4. Definitions

Term	Definition
Wireless communication device (WCD)	A device covered by the definition in Board Policy 0100, which controls application of Policy 5136. School Culture & Student Support and ISD use that definition when preparing examples and guidance.
School day and instructional time	Policy 5136 defines instructional time as the period from the beginning bell until the end of the school day. Its high-school lunch and expressly authorized use provisions remain applicable.
Designated administrator-use location	A location within school buildings identified by the principal where a student may use a WCD with express school-administrator permission.
High-school classroom device area	The area a high-school teacher designates for WCDs during instructional time.
Authorized exception	Use allowed under the policy, including high-school assigned lunch or teacher-directed educational use, administrator permission in a designated location, and use within an IEP, Section 504 plan, or qualifying physician order.

Term	Definition
Qualifying physician note	Written certification from a physician licensed under F.S. chapter 458 or 459 that a WCD is required based on valid clinical reasoning or evidence; use follows the physician's orders.
Improper use	Use by any elementary or middle school student during the school day without express permission from a school administrator and in the designated location. Use by a high school student that is unauthorized or disrupts the educational environment or interferes with the safety of students, staff, or property.
Proper safety reporting	Reporting a safety-compromising situation immediately to school administration or through the policy's designated safety-reporting channels. Sharing only with friends or on social media is not proper reporting.
Electronic-device possession during testing	A device within arm's reach or otherwise easily accessible during testing, even when hidden, including in a pocket, on a belt, or at a desk.
Sexting	The prohibited sexual or nude-content transmission, distribution, possession, or other conduct described in Policy 5136. General Counsel and required reporting authorities address legal classification.
Confiscation	Taking a device into authorized custody, with identification, secure storage, and documented return, Board-directed retention, or transfer to law enforcement.
BPB	Business Practice Bulletin identifying processes, forms, routing, guidance, and tools supporting implementation.

5. Roles and Responsibilities

Role	Responsibility
Chief Student Services Officer	Oversees implementation as Superintendent designee; reviews unresolved student services matters and proposed additional prohibited locations; routes reserved Board matters; and signs the final SOP.
School Culture & Student Support Department	Administers guidance, school implementation support, discipline coordination, referrals, Board-request preparation, training, and monitoring. Coordinates interpretation and revisions with responsible offices.

Role	Responsibility
Principals and school administrators	Designate approved-use locations, communicate restrictions, grant and document express permission, receive violation and safety reports, verify exceptions, impose authorized discipline, direct custody and return, and refer required legal or Board matters.
Teachers and school employees	Communicate and apply restrictions; high-school teachers designate classroom device areas and expressly direct educational use. Employees report discovered violations to the principal via a behavioral referral in Focus and follow authorized classroom, safety, and testing procedures.
Students and parents or guardians	Students comply with restrictions, authorized-use limits, and reporting expectations and remain responsible for their devices. Families provide exception documentation and arrange retrieval of confiscated devices; parents use school-office communication channels during the day.
Regional or School Transformational Offices	Review unresolved school concerns after principal review, support consistent implementation, and refer instructional concerns to the Chief of Academics and student services concerns through the administering department to the Chief Student Services Officer.
Chief of Academics and Office of Academics	Review escalated instructional concerns and coordinate guidance on teacher-directed educational use and missed instruction arising from authorized school procedures.
Exceptional Student Education and Section 504 personnel	Verify and communicate applicable device or accessory accommodations and coordinate conflicts through governing plan and disability procedures.
School health personnel and school administration	Review qualifying physician documentation, communicate required device use to authorized staff, and coordinate health-related questions with administrators and families.
Information Systems Division	Provides technical clarification of device functions, airplane mode, District network access, blocked websites, and prohibited applications; refers observed misuse and supports authorized technical requests.
Safety and Security and DSOC	Receive and route safety reports, support immediate response and required agency referrals, and coordinate safe evidence handling with school administrators and General Counsel.
Assessment personnel and test administrators	Provide test-specific storage and prohibited-device instructions, address incidents and accommodation questions through authorized assessment procedures, and document any testing consequence.

Role	Responsibility
Transportation and activity personnel	Communicate and apply applicable safety and conduct restrictions on transportation and at school activities; report violations and vehicle-related incidents to the principal.
Designated device custodians/School Administrators	Identify and securely store confiscated devices in the building's central office, maintain custody records, and document authorized parent or guardian return or law-enforcement transfer.
Office of the General Counsel	Reviews search authority, privacy and potentially illegal conduct, accommodation conflicts, proposed extended holds, and reserved Board decisions or appeals; supports lawful evidence and agency referrals.

6. Standards

- Possession alone is not a policy violation. Students may possess WCDs on school property and at school functions. Elementary and middle school students may not use them during the school day; high-school use is limited to assigned lunch or expressly teacher-directed educational use, subject to the policy's other exceptions. Devices must be off or in airplane mode, and high-school teachers designate an instructional device area.
- Principals designate locations in school buildings for use with express administrator permission.
- Use is allowed within an IEP or Section 504 accommodation or qualifying physician order; use outside those limits is prohibited and may be disciplined.
- Elementary and middle school headphones, earbuds, and accessories are prohibited during the day unless authorized for instruction or specified as necessary in an IEP or Section 504 plan. High-school use is permitted during assigned lunch or teacher-authorized instruction. When permitted, one ear must remain free to hear emergency instructions.
- Noneducational communications during authorized instructional use, access to websites blocked to students, and access or download of prohibited applications through District Internet are prohibited. The policy also prohibits specified manual nonvoice communications while operating a District-owned or leased vehicle on or off District property or a personal vehicle on District property.
- Sexting, threatening or harassing communications, prohibited discriminatory or sexual materials, and use that disrupts education or interferes with safety are prohibited. Camera-device use is prohibited in the listed gymnasium, locker-room, shower, restroom, and swimming-pool settings; WCD activation or use is prohibited where personal privacy is reasonably expected. Additional prohibited locations or situations may be identified by the Superintendent and principals.

- A device-use violation during the instructional day may be disciplined under the Code of Student Conduct. Proper reporting of safety concerns protects against additional charges such as inciting a disturbance or major campus disruption; sharing only on social media or with friends is not proper reporting.
- Electronic devices are prohibited during school, District, State, and national testing. Accessible possession of a device that reproduces, transmits, calculates, or records is cause for test invalidation. Test administrators direct storage; noise or use, including during breaks, may result in dismissal, score cancellation, or confiscation.
- Discovered violations must be reported to the principal. Discipline is progressive for repeated violations and may escalate from warning to expulsion according to prior violations and the nature and circumstances. Repeated violations result in confiscation and parent release; multiple offenses may result in loss of the privilege to bring a WCD. Criminal acts may result in school discipline and criminal penalties; required law-enforcement and child-services reporting applies.
- Confiscated devices are removably marked with the student's name and secured in the central office for parent or guardian retrieval at an agreed time or law-enforcement transfer for potentially illegal activity. The Board reserves an end-of-school-year hold for particularly egregious privacy offenses. Searches or tampering require reasonable suspicion that a search is needed for evidence of a law or school-rule violation and must follow Board policy.
- Students have no expectation of confidentiality in their WCD use on school property and remain solely responsible for device care and security. The Board assumes no responsibility for theft, loss, damage, misuse, or unauthorized use. Parents should contact students through the school office; students may use school phones with employee permission.

7. Procedure

7.A Communicate restrictions and designate use locations

7.A.1 School Culture & Student Support prepares policy guidance with Academics, ISD, assessment, and safety personnel. Use Policy 0100 for device coverage and the current Discipline Matrix for consequences. Principals communicate grade-level rules, off or airplane-mode requirements, authorized exceptions, testing and privacy restrictions, device responsibility, and possible discipline or criminal penalties to students, families, and staff.

7.A.2 Each principal identifies locations within school buildings for student use with express administrator permission and records and communicates those locations and the permission channel. Each high-school teacher designates and communicates a classroom device area for instructional time. Additional absolutely prohibited locations or situations are identified by the principal or the Chief Student Services Officer as Superintendent designee within policy authority and communicated before implementation.

7.A.3 Principals explain that parents should call the school office to reach students during the day. School employees give students permission to use school phones for parent contact as appropriate. Transportation and activity personnel communicate the applicable conduct rules in their settings, including the vehicle-operation restriction. Keep evidence of notices and school location instructions.

7.B Apply school day use and accessory limits

7.B.1 Teachers and administrators apply the elementary and middle school prohibition on school-day WCD use, subject to Section 7.C. For high school, allow use only during the student's assigned lunch or expressly teacher-directed educational activity, subject to other policy exceptions and prohibitions. Apply the off or airplane-mode rule during restricted periods; authorized use is confined to its permitted purpose and duration.

7.B.2 For high-school instructional use, the teacher states the educational task and permitted device activity, supervises use, and directs return to the designated area or restricted mode when the activity ends. Noneducational communications are prohibited. Refer unresolved instructional-use concerns through the principal, Regional or School Transformational Office, then Chief of Academics.

7.B.3 Apply elementary and middle school accessory restrictions unless a teacher or administrator authorizes instructional use or a necessary accommodation is specified in an IEP or Section 504 plan. High-school accessories may be used at assigned lunch or with teacher permission for instruction. Staff instruct permitted users to leave one ear free for emergency directions; accommodation conflicts are referred to responsible plan personnel and General Counsel through Section 7.C.

7.B.4 ISD maintains applicable District network restrictions through its existing processes and provides technical guidance on blocked sites and prohibited applications. Teachers and administrators report attempts to access blocked websites or prohibited applications to the principal, with ISD support as needed. Students remain subject to the policy's blocked-website prohibition even when using a personal connection on school property or at a sponsored activity.

7.C Implement administrator disability and medical exceptions

7.C.1 For a request to use a WCD in a designated building location, a school administrator determines whether to give express permission and identifies the location, purpose, and permitted period. Communicate the permission to affected staff and record it through the school's designated process. Permission does not authorize prohibited content, privacy violations, or conduct outside its scope.

7.C.2 For IEP or Section 504 use, the principal coordinates with the responsible plan personnel to verify the applicable accommodation and communicate device and accessory instructions to staff who implement it. Allow school-day use in accordance with the plan. Proposed plan changes or conflicts follow governing disability procedures; ordinary device discipline does not substitute for that review.

7.C.3 For physician-directed use, school health personnel and school administrators review the written note for the required licensed-physician certification, clinical basis, and orders specifying device use. The administrator and health personnel coordinate implementation and provide affected staff the instructions needed to support the student. Seek clarification of incomplete or unclear orders with the family and appropriate professionals; refer unresolved legal or health questions through Coordinated Student Health Services and General Counsel.

7.C.4 Before treating apparent exception-related use as a violation, the administrator checks its relationship to the permission, plan, or physician order. Document authorized use or specific conduct outside the authorized scope. Coordinate any discipline with applicable disability and health requirements, and notify the family of implementation instructions and resulting decisions.

7.D Protect privacy and respond to safety or illegal conduct

7.D.1 Employees who discover prohibited use report it to the principal. For immediate danger, initiate the existing emergency response and alert Safety and Security. The principal records the conduct, setting, involved persons, and available facts and applies the relevant privacy, harassment, bullying, and safety processes with responsible offices.

7.D.2 For camera-device use in the policy's listed prohibited locations or any WCD use where privacy is reasonably expected, the administrator stops the prohibited use through authorized school procedures and refers the incident for review. For suspected sexting, threatening or sexual materials, harassment, or potentially illegal activity, coordinate required law-enforcement and child-services reporting with Safety and Security and General Counsel. Preserve required reports without having students or staff circulate sensitive images.

7.D.3 The principal records whether a student properly reported a safety-compromising situation, including immediate photographs or video reporting to school administration. Other policy channels are DSOC at 754-321-3500, available 24 hours daily; securitytips@browardschools.com; FortifyFL at GetFortifyFL.com; and SaferWatch at www.saferwatchapp.com/browardschools/. Safety personnel route reports through established response procedures.

7.D.4 Assess the underlying device-use violation separately from additional charges such as inciting a disturbance or major campus disruption. Apply the policy's protection against those additional charges when the student properly reported the safety situation. Sharing only on social media or in friend messaging groups is not proper reporting. Record the reporting facts and the basis for any discipline; device custody and searches follow Section 7.G.

7.D.5 Transportation, activity, or school personnel report a student's prohibited texting or other specified manual nonvoice communication while operating a covered vehicle to the principal and responsible safety office. Document whether the vehicle and location fall within the policy and refer potentially illegal conduct through the applicable reporting process.

7.E Control electronic devices during testing

7.E.1 Before each assessment, assessment personnel and test administrators communicate the applicable prohibited-device and storage instructions, including the arm's-reach definition and testing-break restrictions. Strongly advise students to leave prohibited devices outside the testing environment. Test administrators direct approved storage before testing begins.

7.E.2 For a student with an accommodation or physician-directed device need, the test administrator coordinates with assessment personnel and responsible plan or health personnel before the test to determine the arrangement allowed under governing assessment and accommodation requirements. Escalate unresolved conflicts to General Counsel and the appropriate chief; staff do not independently waive assessment rules or disregard a required accommodation.

7.E.3 If prohibited possession, noise, or use occurs, the test administrator follows the assessment's incident procedures and informs the principal and assessment office. Record the device's accessibility, conduct, time, and any authorized accommodation. Assessment personnel determine and process required invalidation or other testing consequences under applicable rules; school administrators address discipline or confiscation within their authority. Notify the family of the resulting action through the authorized assessment process.

7.F Review violations and impose authorized discipline

7.F.1 Upon a report, the principal or authorized administrator documents the alleged use, grade, time, location, prior violations, disruption or safety effects, reporting circumstances, and any applicable permission or exception. Obtain the student's account and follow existing discipline requirements. Possession alone is not treated as a device-use violation outside the specific testing restriction.

7.F.2 Apply the current consequences as outlined in the Discipline Matrix and policy's progressive approach, considering prior violations and the nature and circumstances. Repeated violations result in confiscation and parent release. When multiple offenses support restricting the privilege to bring a WCD, document the authorized duration or permanent restriction and coordinate necessary accommodations. Do not create new offense thresholds or penalties in this SOP.

7.F.3 Provide required student and parent notices, record the determination and consequence, and identify the applicable existing review or appeal channel. School Culture & Student Support assists with inconsistent application or unresolved student-services issues after principal and Regional or School Transformational Office review. Instructional disputes proceed to the Chief of Academics; reserved disciplinary decisions or appeals follow Section 7.H.

7.F.4 For potentially illegal conduct, the principal coordinates required referrals under Section 7.D; a school determination does not replace an agency's criminal or child-protection decision. For confiscation, provide the family the custody and retrieval instructions in Section 7.G.

7.G Secure confiscated devices and control searches and release

7.G.1 When an administrator directs confiscation within policy authority, the employee transfers the device to the designated central-office custodian. Mark

it removably with the student's name and record the device description, receipt date and time, reason, receiving employee, and subsequent custody transfers. Secure it in the building's central office with access limited to authorized personnel.

7.G.2 School officials do not search or tamper with a device merely because it is in custody or because the policy disclaims confidentiality. A proposed search requires reasonable suspicion that it is needed to discover evidence of a law or school-rule violation and must follow the applicable Board search policy. The principal obtains required review and documents the grounds, authorized search, and resulting evidence; consult General Counsel on scope or authority questions.

7.G.3 The administrator contacts the parent or guardian and agrees on a retrieval time, unless potentially illegal activity requires law-enforcement transfer or the Board has directed an extended hold. The custodian verifies the receiving parent or guardian, records release and acknowledgment, and updates the custody record. Repeated-violation devices are not routinely released to the student.

7.G.4 For transfer to law enforcement, the principal coordinates with Broward District Schools Police and General Counsel as needed. The custodian records the agency, receiving official, date, device identification, and transfer acknowledgment. Retain the custody record and communicate appropriate status information to the family through the authorized process.

7.G.5 For a particularly egregious privacy offense, follow Section 7.H to request the Board's end-of-school-year hold. A principal or department may not independently impose that reserved hold. Maintain ordinary lawful custody while the matter is reviewed and obtain legal direction on unresolved retrieval requests or delayed Board consideration. Record the Board's decision and any resulting release schedule.

7.H Route Board decisions and monitor implementation

7.H.1 When an egregious privacy incident warrants consideration of an end-of-school-year hold, the principal sends School Culture & Student Support the incident findings, privacy impact, disciplinary history where relevant, existing custody status, family notices, and requested action. General Counsel reviews authority and supporting materials. The Chief Student Services Officer reviews the recommendation and routes it through the designated Board agenda process, with Superintendent participation as required.

7.H.2 Board agenda-support personnel coordinate the submission under existing notice and agenda requirements and retain the official Board decision. School Culture & Student Support obtains that decision and directs the principal and custodian to implement its authorized terms and provide appropriate family notice. The Board's reserved hold is not deemed approved before it acts.

7.H.3 Other matters requiring Board review, reporting, decision, or appeal, including any reserved disciplinary action, follow their governing Board procedures. The responsible office prepares the required record and routes it through the appropriate chief and agenda-support process. Administrative staff preserve applicable review rights and implement the official decision; this SOP adds no new Board appeal or routine individual-case reporting requirement.

7.H.4 Regional Offices review school notices, location designations, custody and return records, and exception implementation, while School Culture & Student Support reviews discipline consistency, testing referrals, and unresolved concerns with source offices. Report findings to the Chief Student Services Officer and coordinate corrective training or guidance. Policy changes return to the Board; final SOP revisions require the Chief's signature.

8. Records

Principals retain school notices, use-location designations, permissions, incident and discipline records, family notices, and referrals through existing authorized systems. Responsible plan and health personnel retain accommodation and physician documentation with appropriate access controls. Assessment personnel retain testing incident and consequence records; custodians retain device receipt, custody, search documentation where applicable, return, and agency-transfer records. School Culture & Student Support retains implementation reviews, Board submissions, official decisions, training, and corrective-action records. Apply governing retention, confidentiality, student-record, and preservation requirements; sensitive device content is handled only through authorized processes.

9. Training and Monitoring

- School Culture & Student Support trains principals and assistant principals on grade-level restrictions, authorized-use limits, reporting duties, discipline, and reserved Board decisions.
- Principals and/or assistant principals train their respective faculty/staff on grade-level restrictions, authorized-use limits, classroom-area guidance, reporting duties, and discipline procedures.
- Academics supports high-school instructional-use; ISD supplies technical guidance consistent with Policy 0100 and District network restrictions.
- Exceptional Student Education, Section 504, and school health personnel consult with school-based staff on implementation of plans and physician-directed use and referral of conflicts.
- Safety and Security provides guidance on proper safety reporting, privacy and potentially illegal conduct, required referrals, and authorized evidence handling.
- Assessment personnel train test administrators on storage, prohibited possession, breaks, accommodation coordination, and incident processing.
- Designated custodians receive guidance on secure storage, limited access, parent or guardian return, search restrictions, and documented law-enforcement transfer.
- School Culture & Student Support monitors implementation and unresolved concerns with responsible offices, reports needed corrections to the Chief Student Services Officer, and updates training and guidance when requirements change.

10. Recommendations: Business Practice Bulletins (BPB) Development

- **Communicate restrictions and designate use locations (Section 7.A):** School Culture & Student Support should develop a communications and location-designation BPB identifying notice content, distribution channels, staff and family guidance, and the principal's location register. Include high-school classroom-area instructions, administrator-permission routing, additional prohibited-location review, school-office contact guidance, and transportation and activity notices. ISD should help prepare examples consistent with Policy 0100; the BPB should link the current Discipline Matrix rather than create a separate penalty schedule.
- **Apply school day use and accessory limits (Section 7.B):** School Culture & Student Support and Academics should develop a school-day implementation BPB with grade-level guidance, assigned-lunch limits, teacher authorization of educational tasks, classroom-area routines, and accessory permissions. Include instructions on one-ear access to emergency directions and referral of accommodation conflicts. ISD should supply technical guidance for airplane mode, blocked sites, and prohibited applications; identify misuse reporting and the instructional review chain.
- **Implement administrator disability and medical exceptions (Section 7.C):** School Culture & Student Support should develop an exception BPB with a designated-location permission record and routing for IEP, Section 504, and qualifying physician documentation. Identify responsible plan and health personnel, clarification steps, limited staff access to sensitive information, and communication of authorized use. Include a review checklist comparing reported conduct with the actual exception before discipline and guidance for resolving conflicts through existing disability and legal processes.
- **Protect privacy and respond to safety or illegal conduct (Section 7.D):** School Culture & Student Support and Safety and Security should develop an incident and safety-reporting BPB covering immediate response, principal reporting, privacy locations, harassment or sexting referrals, and required law-enforcement or child-services reports. Publish the policy's reporting channels and provide a worksheet documenting proper reporting separately from the underlying device-use violation and additional charges. Include safe evidence handling, vehicle-incident facts, and referral to the custody and search procedure without directing staff to copy or circulate sensitive images.
- **Control electronic devices during testing (Section 7.E):** Assessment personnel, with School Culture & Student Support, should develop or update a testing-device BPB identifying notices, storage instructions, the accessibility test, break restrictions, and incident reporting for each assessment program. Include advance coordination of accommodation and medical needs, assessment-office determination of score consequences, family notice, and custody referral. Use existing test manuals and incident forms and specify where unresolved rule conflicts receive review.

- **Review violations and impose authorized discipline (Section 7.F):** School Culture & Student Support should develop a discipline-review BPB with an incident fact sheet, permission and accommodation check, prior-offense review, proper-reporting analysis, and links to the current Discipline Matrix. Identify authorized consequence decisions, privilege-restriction documentation, required notices, existing review or appeal channels, and coordination with agency referrals. Include confiscation handoff and family retrieval instructions without creating a separate penalty schedule.
- **Secure confiscated devices and control searches and release (Section 7.G):** School Culture & Student Support should develop a device-custody BPB with removable labeling, central-office storage, access controls, receipt and transfer logs, parent contact, agreed retrieval, identity verification, and acknowledgment forms. Include a separate search-authority checklist referencing the governing Board policy and legal review, and a law-enforcement transfer record. Identify how staff handle a pending Board hold request, record its official decision, and arrange release without treating routine confiscation as authority for an end-of-year hold.
- **Route Board decisions and monitor implementation (Section 7.H):** School Culture & Student Support and General Counsel should develop a Board-routing and monitoring BPB with an egregious-privacy hold request checklist, evidence and custody summary, legal review, Chief and required Superintendent routing, agenda submission, and official-decision retrieval. Include family notice and implementation tracking and references to existing disciplinary reporting or appeal processes. Provide a monitoring tool for school implementation, exceptions, custody, and corrective actions, preserving Board decision authority and Chief approval of the SOP.

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